

VOLUNTEER SERVICES INFORMATION SHEET

All Recognized Student Organizations Must Fill This Sheet Out!

Associated Student Government is responsible for keeping track of community service hours completed by ESU student organizations.

All recognized organizations must complete 20 hours of community service during the current academic year (August through May) to be considered for club budget allocations in the spring. **If a group does not complete its community service hours and file the appropriate paperwork through the ASG office, then it will not under any circumstances receive a club budget allocation until said community service hours are completed.**

This information sheet constitutes the proper paperwork needed to record community service done by a student organization. Community service done by individuals who may be a member of a student organization does not necessarily constitute community service done by a club. In order for a club to claim community service, the members must be acting in the name of the club. For example, if the Science Club does ten hours of highway cleaning, Suzy Williams who is a member of that club cannot also count those ten hours of cleaning as a Pet Club project to represent the Pet Club's community service.

FILL OUT ALL INFORMATION BELOW. Do not leave any portion blank.

Student Organization:

Organization Contact:

Name:

Phone Number:

Email Address:

Faculty Sponsor:

Total number of community service hours being claimed for the current period (see reverse):

If any community service opportunities become available in the ASG office, would your student organization like to be contacted?

**Check out Connecting Through Service at www.emporia.edu/cis/cs for community service contacts.

Look for the upcoming volunteer opportunities guide from Connecting Through Service... coming out Spring 2005.

KEEP SERVICE ALIVE IN 2005!

Volunteer Service Hours Log

*The fall semester service deadline is the last day of finals week.

** The **FINAL** service deadline is the last day of finals week in May.
 20 hours of service for the entire academic year
 is the requirement to receive ASG allocations.

Campus Service - *Campus service is defined as any service to the ESU campus. Examples include Adopt-a-Campus, Campus Tours, Trash Bash, etc.*

| Date | Service Organization | Event | # Members Present | Time |
|---------|----------------------|--------------|-------------------|------|
| 8/24/02 | Sample Org. | Sample Event | 12 | 2:15 |

Total time this section (# of Members x Time): _____

Community Service - *Community service is any service done to benefit a place other than Emporia State University. A club must have voted to support or organize any community service to make it eligible for this section. Examples include donating time at the SOS Shelter, Emporia Rescue mission, United Way, etc.*

| Date | Service Organization | Event | # Members Present | Time |
|---------|----------------------|--------------|-------------------|------|
| 8/24/02 | Sample Org. | Sample Event | 10 | 1:30 |

Total time this section (# of Members x Time): _____

Total time both sections: _____